

# **Preparing for your Annual Merit Review**

**Wayne State University, SOM**

**Judith Whittum-Hudson, Ph.D.**  
**[jhudson@med.wayne.edu](mailto:jhudson@med.wayne.edu)**

**Assia Shisheva, Ph.D.**  
**[ashisheva@med.wayne.edu](mailto:ashisheva@med.wayne.edu)**

# Topics

- 1. Annual Merit Review: Preparing an effective CV, Activity Summary, and Teaching Grid**
- 2. Preparing for your academic career and promotion and optimizing your annual review meeting with your Chair**



# Annual Merit Review: Affects Salary

- **Annual Activity Summary (Faculty Activity Summary)**
  - List Scholarship, Teaching, and Service
- **Teaching Grid (new format 2008)**
  - *Three years, depending on time at WSU*
  - *The three-year grid supports teaching awards*
- **CV (WSU format)**
- **Dept. recommendations**
  - support Research Excellence and other Awards

## Revision of Merit Review Packet Goals:

- Streamline to make it easier for you (cut & paste from CV to Annual Activity Summary)
- Clearer to the reviewing committees



# **Salary distribution of Merit Review**

- **Scholarly Activity - 3/7 of merit pool**
- **Teaching - 3/7 of merit pool**
- **Service - 1/7 of merit pool**

## **Scoring system:**

- 1 - 4 in increments of 0.5, with 1 being best and 4 the worst  
(currently only scores of 1 get a merit raise)
- Scored at both Dept. and SOM (subcommittee of 3) levels

# Preparing an Effective CV, Activity Summary, and Teaching Grid

## What is your CV?

- Concrete representation of YOU
  - who you are
  - where you have been
  - what you are doing now
  - where you are going
- Grant proposal for funding YOU
  - awards
  - promotion and/or tenure



# CV Format

## SCHOOL OF MEDICINE CV FORMAT (revised Dec. 08)

### *Upper right hand corner:*

- Date of Preparation
- Signature \_\_\_\_\_
- NAME
  - MD or PhD
  - Current rank and track (be accurate)
  - Address and contact information
  - NO social security number
- EDUCATION (chronological order)
  - Baccalaureate, Graduate, Postgraduate
  - List name of institution, location, and date of degree

- For each category in the CV, list items in chronological order from oldest to newest. Indicate dates when applicable. Eliminate any heading for which there is no entry.
- Font and Font Size: be reasonable, 11-12 point best, Arial or Times New Roman usual choices



- **Training**
  - Fellowships
  - Post-doctoral work
  - Additional post-graduate training (Imaging courses)
  - Internship
  - Residency
- **Faculty Appointments**
  - positions as part of faculty (not hospital appointments)  
Be careful about joint appointments as this can be complex; they should be real relationships
- **Hospital/Professional Appointments Active staff appointments**
  - Division chief, section head, director of unit (annotate on Activity Summary)

# ***An example:***

Date prepared: Jan 12, 2012  
Signature \_\_\_\_\_

**Wayne Samuel Underdog, Ph.D**

Assistant Professor

Office address: Dept of Biochemistry  
office, phone, FAX, email

## **Education**

1984-1988

B.S., magna cum laude, Hungry College, Hamsville,  
Texas

1988-1993

Ph.D., Department of Biochemistry, Full of Hope School  
of Medicine, Heartland, Ohio

## **Training**

1979-1984

Technical Associate, Supervisor, Laboratory for Basic  
Research, Department of Surgery, Harvard Medical School  
Boston, MA

1988-1993

Graduate Research Assistant  
Predoctoral graduate student, Department of Biochemistry  
University of Connecticut Health Center, Farmington, CT



Training (contd)

1993-1995

Postdoctoral Fellow  
Department of Cell Biology  
University of Texas Health Science Center  
Dallas, TX

???

1997-1998

Fellowship, Infectious Basis of Humor, Harvard,  
Boston, Massachusetts

**\*\*\*Gaps in time need to be explained**

## **Faculty Appointments**

1998-2000	Assistant Professor-Tenure Track, Biochemistry, Technological University, Michigan
2000-2004	Assistant Professor-Tenure Track, Biochemistry, Wayne State U. SOM, Detroit, Michigan
2004-	Associate Professor with Tenure, Biochemistry, Wayne State University, SOM, Detroit, Michigan
2004-	Associate Professor, Joint Immunology & Microbiology, Wayne State University SOM, Detroit, Michigan
2004-	Director of SCC (???), SOM, Wayne State University SOM, Detroit, Michigan

## ***No acronyms!***

Director of Stem Cell Core

**(Annotate if needed, e.g., ‘This is the first such Core in the USA’)**



## **Major Professional Societies**

American Society for Microbiology (1988-)  
National Secretary 2002-2004  
International Infectious Disease Society 2003-  
American Society for Biological Chemistry 2000-present

## **Honors**

WSU SOM Teaching Award, 2001 and 2004  
WSU SOM Research Excellence Award, 2005  
Hershel H. Homer Award, 2002 \* (**what is this?**)  
Betty Crocker, Best Apple Pie Recipe 2002 \*\* (???)  
Master Gardener, Michigan Extension Service 2005 \*\* (???)

**\*(annual award to member of Am. Soc. of Biochemistry who has made seminal contributions to research in basic bioinformatics)**

**\*\* Leave out honors irrelevant to your career no matter how happy they make you! Community and other honors for your professional successes are fine!**

# CV format (contd):

## SERVICE

Indicate activity and your role for the various categories in the format model order; examples in format model are not all inclusive.

- Journal/Editorial activity
  - Reviewer
  - Editorships/Editorial Boards
- National and international boards/committees
  - Grant Review (indicate if regular membership, *ad hoc*, or telephone)
    - NIH, VA, DoD, National Foundations (ADA, AHA, etc.)
  - Memberships/offices in public/professional agencies
- State and local boards and committees
- Consulting
- Scholarly Service (e.g., Institutional Review Board, Clinical Evaluation Committee, Data and Safety Monitoring Board, moderator for scientific session)
- WSU Service (departmental, school-level and university-level)
- Other



**Example: Dr. Wayne Samuel Underdog's CV, contd.**

**Patient Care** - none

**Professional consultation** - none

**Journal/Editorial activity**

Reviewer *Journal of Biochemical Aspects of Humor* ???

Reviewer *Infection and Humor* ???

Editorships/Editorial Boards - none

**National and international boards/committees**

2004 Humor and Humility Study Section, NIH, NIAID

**Memberships/offices in public/professional agencies** – none

**State and local boards and committees**

2000-present Michigan Society for Mental Health, Treasurer, 2004-2005

**WSU Committees**

**DMC Committees**

**Committees at Other Universities** - none

# What to include or NOT and how

- **Do NOT highlight your deficiencies** by having lots of 'None' categories. Delete headings where you have nothing (yet); add them as they become relevant
- **Be comprehensive.** You know your activity best! If you do not write it down, evaluators will not know! For Grant review committees, indicate if invited but unable to serve as it documents regional or national scholarly reputation
- **Annotate items**
  - unique items whose significance not generally known
  - highly specialized foci
  - indicate time commitments



**Dr. Wayne Samuel Underdog's CV, contd.**

**Journal/Editorial activity**

Reviewer *Journal of Biochemical Aspects of Humor*, reviewed 8 papers  
(Particularly for Activity Summary)  
Reviewer *Infection and Humor* reviewed 4 papers

**National and international boards/committees**

2004 Humor and Humility Study Section, NIH, NIAID, Regular member  
2005 Welcome Trust, United Kingdom, *ad hoc* reviewer (3 grants)

**State and local boards and committees**

2000-present Michigan Society for Mental Health, Treasurer, 2004-2005

**Dr. Wayne Samuel Underdog's CV, contd.**

**Wayne State University Service (note order of categories)**

**Departmental**

**2004 - 2006**

**Promotion and Tenure, Dept. of  
Biochemistry**

**2006-**

**Salary Committee, Dept. of Biochemistry**

**School of Medicine**

**2005**

**Building Advisory Committee**

**2007-**

**Research Development Committee of the  
Faculty Senate**

**University**

**2006-**

**Academic Senate**

**2006-**

**Research Committee of Academic Senate**

**Community Service**

**2003-**

**Thanksgiving Food Kitchen server for ....**



## Service (continued)

- UPG or other physician practice plan
- Affiliate medical organizations (e.g., DMC, KCI, VA etc.)
- Professional (medical or scientific organizations)
- Community (presentations to lay audiences, educational outreach, media presentations)
- Consulting

**CV format (contd):**

## **TEACHING**

**This section is IMPORTANT (especially at WSU)!**



## TEACHING

- Years at WSU (dates)

- Years elsewhere (dates, list institutions)

- Courses taught at WSU

*List categories, course number/title or type of teaching activity and your role. Indicate years taught*

Undergraduate students

Graduate students

Medical students

Other students

Residents/Fellows

Faculty

- Courses taught elsewhere if appropriate



## TEACHING (contd)

- **Mentorship (define and list mentees, preferably with dates)**
- **Essays/Theses/Dissertations directed**  
**(lists students by name, level, title of project, indicate dates [years])**
- **Course materials (unpublished)**
- **Curriculum development**
- **Visiting Professor/Lecturer (e.g., invited short courses or lectures plus interactions with students/trainees)**



**Example: Dr. Wayne Samuel Underdog's CV, contd.**

**Courses at Wayne State University**

2000 – 2003	Psychology 7040, Humor Section (3 contact hr/yr, 12 graduate students)
2000 –	Year II WSMS Pathophysiology of Humor (2 contact hr/yr, 275 medical students)
2000 -	Faculty mentor, Fellows' Journal Club (1 hr/wk 52 wk/yr)

**Residency Program**

???	2001 - 2003	Humor and the Immune Response in Lupus Nephritis (2 contact hr/yr, 6 rheumatology fellows)
	2001 - present	Clinical Immunology Core lectures to Fellows (1 contact hr x 4/yr; 4 residents, 4 fellows)

**Postgraduate Lectures**

2002	The Use of Wit and Humor in Therapy of OCD ???
2004	The Neurophysiology and Biochemistry of Mirth

**Be consistent in format of time units**

**No acronyms!**

**Detail contact hrs and numbers and types of learners**

**Mentoring**

2002 – Group of WSMS years 1-4

2005 – MedStart students (Undergraduates yrs 1-4)

(Teaching GRID: individual meeting? How often? List names of individuals mentored & their current positions)

**Essays/Theses/Dissertations Directed**

1998-2002

Jennifer Jest, Ph.D thesis

“The use of comical scenarios for socialization”

2009-

Thomas Tragedarian, Master’s Thesis

“Absurd behavior as an index of frustration”

???

**Course/Curriculum Development**

2003

Developmental Aspects of the Sense of the Comic  
(developed the course syllabus, assembled materials,  
organized lecturers, made exams)



### **Mentoring**

2002 –

(formal meeting quarterly for 2 hrs, informal monthly)

Hilarity Smith, WSMS IV

Jove Alitty, WSMS II

Merri Jones, MD, Psych resident, currently faculty at Harvard

Pierre Charade, MD, PhD, graduate student, currently post doc at Cornell

### **Essays/Theses/Dissertations Directed**

1998-2002 Jennifer Jest, Ph.D. thesis

“The use of comical scenarios for socialization”

Ph.D. Degree conferred 2002; Advisor, WS Underdog

2002-

Basic Medical Sciences (BMS) essay advisor to Julie Moon (2002), David Sun (2003), Greg Groan (2004), Amy Toe (2005)

2009-

Thomas Tragedarian, Master’s Thesis

“Absurd behavior as an index of frustration”

Advisor, J. Dim-Wit; Committee Member, WS Underdog

### **Course/Curriculum Development**

2003

Developmental Aspects of the Sense of the Comic

(Developed the course syllabus, assembled materials, organized lecturers, made-up exams)



## CV format (contd): Grants, Contracts and other Funding

Chronological order for each category; give role, title, source, total period of support, total direct costs

- Current active grants
  - Active National/International Grants and Contracts
  - Active Other Grants and Contracts
- Pending (waiting for review or Council, not contemplated)
  - Pending National/International Grants and Contracts
  - Pending Other Grants and Contracts
- Previously funded Grants and Contracts (must list previous 10 yr for tenure appt.)
- Previously submitted Grants and Contracts, not funded (or, 'scored but not funded' — you can give your score)



## Grants (continued)

- Details and accuracy essential
  - Agency and dates of total funding
  - \$\$\$ (total direct costs) and dates in effect
  - Title
  - PI (if it is not you)
  - Your Role (PI, co-PI, Co-I, collaborator; be accurate)
    - Co PI does not exist in VA, DoD! (check as this is a moving target; for NIH, check RFA to be sure co-PI are allowed)
    - Annotate your role (e.g., ‘I provide the MRI expertise for this grant’)
  - Percent effort



**Current Grants**

2/02 –1/07 National Institutes of Mental Health, PI: JR Droll, \$1,000,000  
 Co-I, WS Underdog  
 “Visual incongruity in obsessive compulsive disorder”  
 12/02-11/06 National Institutes of Mental Health, PI: WS Underdog,  
 \$750,000  
 “The role of GABAergic inputs to the amygdala in humor and wit”

**What is missing?**

**Pending Grants**

6/05 – 5/09 VA Merit Award, PI: WS Underdog, \$300,000  
 “Loss of comic sense in Gulf War veterans”

**Previous Grants Approved and Funded (okay to use NIH format and numbered list)**

2/00-1/01 Departmental Seed Money Grant, PI: WS Underdog, \$25,000  
 “Identification and function of neural loci for wit and humor”  
 7/01-6/03 Michigan Infectious Disease Society, New Investigator Award  
 PI: WS Underdog, \$50,000  
 “Function of the amygdala in humor and wit: an infectious etiology”

**Current Grants**

2/02 –1/07 National Institutes of Mental Health, PI: JR Droll, \$1,000,000  
 Co-I, WS Underdog, 10% effort (include annotation of role)  
 “Visual incongruity in obsessive compulsive disorder”  
 12/02-11/06 National Institutes of Mental Health, PI: WS Underdog,  
 \$750,000, 25% effort  
 “The role of GABAergic inputs to the amygdala in humor and wit”

**Pending Grants**

6/05 – 5/09 VA Merit Award, PI: WS Underdog, \$300,000  
 “Loss of comic sense in Gulf War veterans”, 15% effort

**Previous Grants Approved and Funded**

2/00-1/01 Departmental Seed Money Grant, PI: WS Underdog, \$25,000, 15%  
 effort  
 “Identification and function of neural loci for wit and humor”  
 7/01-6/03 Michigan Infectious Disease Society, New Investigator Award  
 PI: WS Underdog, \$50,000, 20% effort  
 “Function of the amygdala in humor and wit: an infectious  
 etiology”

# Patents

- **Indicate status (submitted, issued)**
- **Date**
- **Number**
- **Title**
- **Your role (primary inventor or co-inventor)**



## **CV format (contd): Publications**

- List in chronological order publications that are published or accepted and in press
- Do not list those submitted or in preparation
- Describe your role where it is not obvious (e.g. middle author)
- Possible roles (examples): study conception, design, implementation (including patient recruitment), data analysis, manuscript writing
- Indicate with an asterisk any co-author who is a student or trainee of yours. If there are other categories (e.g. summer student, visiting professor) use more than one symbol (you get both teaching and scholarship credit)



# **Publications (continued)**

- **Peer-Reviewed Publications (all formats)**
  - Reports of original observations
  - Case reports
  - Review articles
- **Editorials/commentaries**
- **Letters to the Editor**
- **Books, editorships and chapters**
  - Educational materials (computer programs, other online)
  - Patents
- **Published abstracts (indicate last five years only)**
- **Other (please specify e.g. unpublished abstracts)**



# **Publications (continued)**

**Area of scholarly activity focus should stand out**

- clarify in Faculty Activity Summary (FAS) if not apparent (impact factors good for some disciplines)**
- clarify journal policies as to most important authors (PhD, generally first or last are senior; clinical journals often first 3 authors key)**



## Original Observations

1. Underdog WS, Smith JR, and Honcho, H. The development of a sense of the comic in infants: effect of vaccination. J. Pediatrics 45: 456-461, 1998.
2. Melan-Cholia T, Underdog WS and Bliss RE. Woman with episodic hilarity and hypertrophy of the amygdala. Neuropsychiatric  
?? Radiology 3:23-25, 2000.
3. Glad IM, Underdog WS, and Honcho H. Confocal localization of neurotransmitters mediating humorous stimuli within the amygdala. Proc. Natl. Acad. Sci. USA 78:1245-1253, 2001. ??
4. etc.
12. Underdog WS. GABA agonists localized to the amygdala with PET scanning during laughter and giddiness. J. Humor 4:34-43, 2004.

## Review Articles

1. Underdog WS and Honcho H. The seventh sense: comic sense. Psychiatry Reviews 45:234-267, 2003.

## **Original Observations**

1. Underdog WS, Smith JR, and Honcho, H. The development of a sense of the comic in infants. J. Pediatrics 45: 456-461, 1998.
  2. Glad IM\*, Underdog WS, and Honcho H. Confocal localization of neurotransmitters mediating humorous stimuli within the amygdala. Proc. Natl. Acad. Sci. USA 78:1245-1253, 2001.
  3. etc.
  11. Underdog WS. GABA agonists localized to the amygdala with PET scanning during laughter and giddiness. J. Humor 4:34-43, 2004.
- \* graduate student or trainee under direct guidance of WS Underdog

## **Review Articles (distinguish invited from not)**

1. Underdog WS and Honcho H. The seventh sense: comic sense. Psychiatry Reviews 45:234-267, 2003 (invited review)

## **Refereed Case Reports**

1. Melan-Cholia T\*, Underdog WS and Bliss RE. Woman with episodic hilarity and hypertrophy of the amygdala. Neuropsychiatric Radiology 3:23-25, 2000.
- \* graduate student or trainee under direct guidance of WS Underdog

# **For the Faculty Activity Summary (FAS) and CV-annotation is especially helpful**

## **Educational Materials**

1. Static EX, Gloom DM, Underdog WS and Bliss RE. Interactive computer learning modules to teach assessment of humor, wit and comic sense. <http://www.comicmedicine.org>

(WS Underdog developed the course content and was integrally involved in implementation.)

## **Published Abstracts**

1. Underdog WS, Glad IM, and Honcho H. Use of PET scanning for identifying active emotions. Soc. Emotions and Senses 32:147A, 2004 (presented in plenary session at international meeting)

## **Other**

Unpublished abstracts, perhaps unreferenced case reports



## **CV format (contd): Invited Lectures/Presentations**

- **Invited/refereed int'l or national meetings**
- **Invited/refereed local/regional meetings**
- **Invited seminars or Grand Rounds (5 yrs)**
- **Other scholarly work (specify)**

**Invited Presentations**

1. Animal models of humor and stress: confocal microscopy.  
Keystone Symposium Address, Steamboat Springs, CO.  
2003.
2. Noninvasive monitoring of brain responses to humorous  
stimuli. Freud Visiting Professor, University of Vienna,  
Austria.  
???

**Year or dates**

DOCUMENT! DOCUMENT! DOCUMENT!

## The FACTS about documentation

- Format
- Annotation
- Comprehensiveness
- Truth
- Significance



# Consider a 'Shadow' CV

- There are many reasons our CVs might be requested
- You may not want one to include annotation or possibly funding history
- Just be sure to keep both up to date with the relevant parts!

**Annual Merit Review:**

**Faculty Activity Summary (FAS)**

# **AAUP-AFT Selective Salary Adjustment Program**

## **ANNUAL ACTIVITY SUMMARY (Jan 20xx through Dec 20xx)**

Name \_\_\_\_\_ Department (s) \_\_\_\_\_

Rank \_\_\_\_\_

Track \_\_\_\_\_

Year of appointment/most recent promotion \_\_\_\_

### **I. SCHOLARLY ACTIVITY (Published in this year)**

- A. Publications (authors, titles, citations-include in press or submitted)
- B. Grants (source, title, PI, co-PI's, co-investigators, total period of support, total award, award this budget period)

### **II. TEACHING – Use Grid only for all information**

#### **III. SERVICE (Same as CV)**

- A. University Committees
- B. UPG or Other physician plan (administrative not clinical)
- C. Affiliate medical organizations
- D. Professional
- E. Community
- F. Consulting
- G. Scholarly Service
- H. Other



## **Faculty Activity Summary**

### **What you have done in the previous 3 calendar years**

- No description of TEACHING activities to be included in the Faculty Activity Summary
- You may not have additions to every section

# **Annual Merit Review: Teaching Grid**



# Teaching Grid (Annual Merit Process only)

- **What you do**
  - **Table (“Grid”) summarizing your teaching activities, including involvement in curricular development and administration**
  - **No description needed in the Faculty Activity Summary**
- **How well you do it**
  - **Summary of evaluations of your teaching, included on the “grid,” followed by representative evaluative comments**
  - **Optional discussion of significance of evaluation data**



# The Grid: Quantitative Teaching Summary for Each Year. Submit 3 years' grids annually

Type of Teaching Activity and Type of Learners	Your Role	Total # of contact hours each year	Total # of hours in preparation each year	Total # of Learners	Evaluation: Mean, SD (if appropriate and available; scoring scale; other evaluative/ outcome data)
					'obtained faculty position, post-doc, etc.'

**WSU SOM QUANTITATIVE TEACHING SUMMARY  
RESEARCH EDUCATOR SAMPLE ITEMS**

FROM: JANUARY 1, 20XX TO: DECEMBER 31, 20XX

Type of Teaching Activity and Type of Learner(s)	Your Role	Total # of contact hours this year	Total # of hours in preparation this year	Total # of learners	Evaluation: Mean, SD (if appropriate and available), scoring scale; other evaluative/outcome data
<b>COURSE DIRECTION</b>					
PDH7240 Epidemiology I: Graduate students	Course Director	42	15	35	4.8(0.4)/5.0
<b>LECTURES</b>					
Introduction to Mol. Biol. Genetics, MBG 7010: M.S. students, Physiology graduate students	Lecturer	10	3	35	
Medical Neuroscience	Lecturer	2	1	260	4.1(0.8)/5.0
Screening (in PDH7240 Epidemiology I): Graduate students	Lecturer	3	1	35	4.3(0.8)/5.0
<b>SMALL GROUP INTERACTIVE INSTRUCTION</b>					
Neurology Physiology Series: Residents and fellows	Lecture/discussion leader	8	1	7	
<b>LABORATORY PRECEPTING</b>					
Research supervision: Undergraduate students	Laboratory research supervision	200	10	6	All students completed rotation successfully
Research supervision: Ph.D. students	Laboratory research supervision	200	10	5	Students are making expected progress toward degree completion; 7 abstracts presented, 2 publications in press, 1 manuscript in press, 1 submitted for publication
Research supervision: Postdoctoral fellow	Theoretical and experimental training	220	20	1	Fellow has made expected progress
Research supervision: Pediatric clinical fellow	Research training	220	10	1	
<b>MENTORING/ADVISING</b>					
Mentorship, advising & research supervision: Master's degree student	Thesis Committee	5	2	1	Thesis completed
MPH Program student advising: Graduate students	Academic advisor	30	5	2	Completed 2 semesters

10/15/08

1

MPH Program student advising: Graduate student	Research advisor	45	5	1	Completed FPHS990 MPH Project
Mentorship, advising & research supervision: Graduate student	Dissertation Committee	25	4	1	Advanced to Candidacy

Selected Student Comments:

Introduction to Mol. Biol. Genetics, MBG 7010: "Made lots of material seem more manageable." "Best teacher in the class. Nicely presented information, fair exams, overall excellent teacher."

Medical Neuroscience: "Well organized. Very thorough slide use." "Perfect." "Lecture notes very helpful and explained things clearly."

Curriculum Development:

In response to ongoing MPH Program planning and curriculum review, reformulated the Introduction to Public Health course into a Special Topics Seminar to continue as a core requirement for all MPH students. All course materials have been created to support this new seminar, including syllabus, learning objectives, learning activities, and evaluation.

Educational Administration: Postdoctoral Fellowship  
Program Director. Provide oversight to the fellowship, responsible for program accreditation, faculty and resident recruitment, curriculum development, policies and procedures development and implementation, competency-based evaluation system.



# Planning Your Academic Career

- Merit awards and career advancement are earned, not given - they are based on academic achievements
- Make your advancement automatic. Let your productivity speak for itself — excuses for lack of productivity do not help
- Start working toward advancement as soon as you get on the faculty - set a timetable and take stock at regular intervals – discuss with your chair/division head!
- Keep pushing the door open for opportunities

# **Your Academic Career**

- **Set your goals - Long and short-term**
- **Obtain necessary tools/develop yourself**
- **Read the P&T guidelines for your school**
- **Find appropriate mentor(s)- multiple mentors help**
- **Obtain knowledge/intellectual skills to accomplish your goals**
- **Document your teaching and productivity**
- **Tell people your plans and explain**



# **Where am I?**

- **What are your strengths and weaknesses?**
- **How will you improve your weaknesses?  
(gaps in knowledge /activities)**
- **How will you accentuate your strengths?**
- **Develop a TIME LINE!**
  - ***Tell others (Division head, chair, mentor) and stick to it!***

## **Scholarly activity - VERY important factor for the RE track**

- Submit abstracts and present at conferences**
- PUBLISH, PUBLISH, PUBLISH: Papers are your  
currency to advancement!**
- Grants!!**
- Develop collaborations - but be focused!**

# Teaching

- Were you trained to teach in school? — It's not innate!
- Get training. Document and use it.
  - Develop innovative programs
  - Implement curricular design
  - Conduct educational studies
  - WSU: Office for Teaching and Learning  
<http://www.otl.wayne.edu/>
  - Medical Education Research Scholars Program  
([pbridge@med.wayne.edu](mailto:pbridge@med.wayne.edu))
- Ask for evaluations; tell others why you want them:
  - Improve your teaching
  - Help with Merit Review and P & T
  - Be creative with respect to evaluations from trainees and small groups



# Teaching and Educating

- Specialty Societies, e.g.,
  - Am Physiol Soc (<http://www.the-aps.org/education/>)
- Harvard Macy Program on Education
- Masters in Education
- Specialty basic science societies offerings

# Service

- Committees
- Grant Review committees
- Study Sections
- Journal Review
- Editorial Boards
- Community teaching / service
- Ask your chair/mentor/senior colleagues for opportunities:
  - Departmental
  - Medical school-wide
  - University (e.g., Academic Senate)
  - Regional/National

# **Career Development Workshops**

- **American Association of Medical Colleges (AAMC) Breakout sessions on career dev.**
- **Look at specialty society meetings**
- **Your Society related to your area(s) of research usually offers**
- **Look locally and within WSU**



<http://facaffairs.med.wayne.edu/>

## Faculty Affairs

[About Us](#)

[Faculty Forms](#)

[AAUP-AFT Selective Salary Program & Annual Review](#)

[Workshops - Preparing for Annual Review](#)

[Promotion & Tenure](#)

[Faculty Awards](#)

[New Faculty Orientation](#)

[Guidelines & Policies](#)

[PAD Seminar Series](#)

[Five-year Departmental Review](#)

[Professional Development Opportunities](#)

[Upcoming Deadlines](#)

[Meet New SOM Faculty](#)

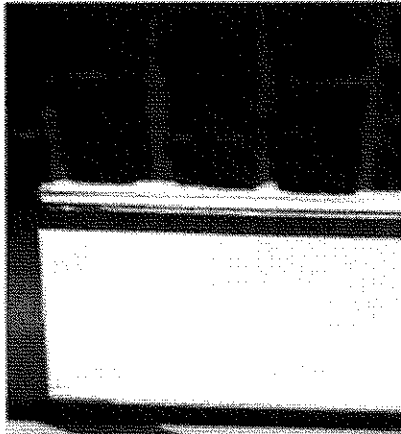


### Spotlight



**Welcome to Wayne: SOM New Faculty Orientation**

Orientation information and additional presentations... [More](#)



### Events

[+ View All](#)

[PowerPoint 2 – Intermediate Module \(To attend, you must have attended the first session\)](#)

[Preparing for Annual Review - Clinician Educators](#)

[Free your Mind from the Daily Grind- January 19](#)

### About Us

Faculty Affairs and Professional Development works with the leadership, faculty, and administration of the School of Medicine, the University, and our Health Care Partners to support our goal of implementation... [Read More](#)

[Professional Development](#)

[Online Resources](#)

[Contact Us](#)

[WSU New Faculty](#)

# To reiterate: Managing Your Career

- Be proactive on your own behalf!
- Keep pushing the door open for new opportunities
- Be ready to accept new assignments – there is a fine line between opportunity and obligation
- Let your division chief or department chair know of your interests
- Document, Document, Document! Annual Review will help you help yourself!

# Good luck and Thank you!

Thanks to Dr. Noreen Rossi who  
began this presentation.

Thanks also to Drs. Bharati Mitra, Elizabeth  
Puscheck and Gloria Kuhn for some of their  
slides and to Drs. Steve Lerner and Linda Roth  
for their input.



# Questions???

Judith Whittum-Hudson, Ph.D.

313-577-5501

[judson@med.wayne.edu](mailto:judson@med.wayne.edu)

Assia Shisheva, Ph.D.

313-577-5674

[ashisheva@med.wayne.edu](mailto:ashisheva@med.wayne.edu)